Wisconsin Department of Transportation – SW Region

FINAL SCOPE CERTIFICATION REVIEW CHECKLIST

Note: The Final Scope Certification Review should include a review of the plan, a review of the major items in the estimate, final Pavement Design Report, draft Environmental Document, and draft Structure Survey Report (if needed), and a review of the project schedule. See SWIG 7-35-1 for further guidance. Ultimately, the deliverables for this review need to reflect the decisions made during the scoping process and outlined in the Final Scope Certification document.

Design Teams (PM's and/or Supervisor) should strive to review these items and get the comments incorporated prior to the eplan review being emailed to the distribution list. The reviewers labeled next to each item or section are the responsible parties. Additional review by staff from other sections is always encouraged.

I. PLAN REVIEW

A. Controlling Criteria and Design Justifications (FDM 11-1-20)

Scoping engineers check that the project is following the original scope, compare plan with scoping notes and Final Scope Certification document. **Design team** needs to keep original scope and these criteria in mind as the plan is developed. **Maintenance engineer** needs to review to be sure any current concerns are being addressed.

_____ 1. Design Speed
_____ 2. Lane Width
_____ 3. Shoulder Width
_____ 4. Horizontal Curve Radius
_____ 5. Superelevation Rate
_____ 6. Stopping Sight Distance
_____ 7. Maximum Grade
_____ 8. Cross Slope
_____ 9. Vertical Clearance
_____ 10. Design Loading Structural Capacity

B. Typical Sections – **Design team** ensures that existing sections match as-builts, and proposed sections meet and follow FDM requirements.

_____ 1. Mainline
_____ 2. Ramp
_____ 3. Side Roads

C. Horizontal & Vertical Fit – **Design team** ensures that proposed alignments match into existing horizontal and vertical alignments from as-builts, and that they meet and follow FDM requirements. Will any design exceptions be required?

_____ 1. Mainline
_____ 2. Ramp
_____ 3. Side Roads
_____ 4. Initial layout of sidewalks and curb ramps on Plan & Profile sheets – **Bike/Ped Coordinator**

D. Interchanges – **Design team** ensures that proposed interchange elements fall within scope and meet and follow FDM requirements.

_____ 1. Proposed type/configuration
_____ 2. Ramp terminal spacing
_____ 3. Access control limits

_____ 4. Lane requirements (operations)
_____ 5. Lane balance

E. Structures – Design team takes proposed structures into consideration when preparing preliminary alignment, and coordinates with **Bridge Maintenance engineer** regarding any issues to consider in determining type, configuration, etc.

_____ 1. Proposed type/configuration
_____ 2. Skew
_____ 3. Unusual construction methods
_____ 4. Above average costs

F. Coordination – Design team ensures that the following coordination has been done

_____ 1. Check in with the Access Coordinator to ensure scoping recommendations are being followed
_____ 2. Check in with the Traffic Engineer regarding lighting needs for any roundabouts
_____ 3. Check in with the Planning Engineer regarding questions about local cost share, municipal agreements, especially for urban projects

II. ESTIMATE REVIEW

A. Major Items – PC QA

_____ 1. Review bid items making up 80% of overall construction estimate.
_____ 2. Check the unit prices with Estimator, Bid Express, and comparable projects.
_____ 3. Contact design team if variations in prices are determined.

III. SCHEDULE REVIEW

A. PMP Schedule Module and DMR Review – PC QA

_____ 1. Verify the PS&E date is correct in the Control Schedule.
_____ 2. In the Detail Schedule, check "Percent Project Work Complete" to see if it corresponds with the current status of the project.
_____ 3. Verify that the PMP Phase is in sequence with the Life Cycle in FIIPS (shown in the DMR).
_____ 4. Make sure actual dates are up to date and percent work complete column is being updated.
_____ 5. Verify that notes are being added in PMP Communications Module addressing tasks that are past due or coming due.